



## MINUTES OF THE PARISH COUNCIL MEETING HELD IN BANWELL YOUTH & COMMUNITY CENTRE AT 7:30pm ON MONDAY 17<sup>th</sup> of JUNE 2024

**PRESENT:** Councillors: Paul Harding (Chairman), Simon Arlidge, Mike Bailey, Paul Blatchford Steve Davies, Nick Manley, Maggie McCarthy, Kelly Smith, Matthew Thomson, Steve Voller (Vice-Chairman) and Tara Wright.

**IN ATTENDANCE:** Mrs Liz Shayler (Clerk)  
**WARD COUNCILLOR:** None  
**MEMBERS OF THE PUBLIC:** One

Cllr Harding welcomed everybody.

**Before the meeting was convened, members of the public were invited to speak.**

**i) Members of the public.**

A member of the public spoke with the following concerns / suggestions.

- a request for the reduction of the speed limit along High Street from 30mph to 20mph and from 60mph to 30mph.
- a suggestion to underground all electricity and telephone cables throughout the village to make it look more attractive.
- the restoration of the door on the footpath from High Street to West Street via the school.
- to report that the Footpath from High Street to Littlefields is overgrown.

Given that almost all the suggestions were outside the remit of the Parish Council then the resident was offered advice as to where to go next and given District Councillor Tristam's contact details. The Grass cutting contractor to be contacted about an additional cut for the High Street footpath.

**ii) Community Beat Manager's report.**

The following report was received for the period 01/05/2024 to 13/06/2024.

Incidents reported = 64 with the following selection of crimes reported: 11 abandoned 999 calls, 2 anti-social behaviour, 1 animal, 1 burglary, 3 concern for welfare, 1 public order, 2 suspicious activity, 1 theft, 1 theft from a vehicle, 13 traffic related.

For up-to-date information residents can keep in touch via the Avon & Somerset website or follow them on social media, Facebook "Weston & Worle police" or Twitter "ASPNorthSom". Residents were asked if they see anything suspicious in the area or would like to talk to local officers, please call 101 or 999 in an emergency, they can also report anonymously to Crimestoppers on 0800555111.

**iii) Ward Councillor's report.**

Cllr Tristam sent his apologies and there was nothing to report.

**The meeting was convened.**

**086/24 To receive apologies for absence (agenda item 1)**

Apologies were received from District Councillor Joe Tristam.

Cllr Harding thanked Cllr Gibbons for his service as a councillor after his resignation.

**087/24 To receive members' declarations of interest on any agenda item (agenda item 2)**

No interests were received.

**088/24 To approve as a correct record, the minutes of the Annual Parish Council meeting on the 20<sup>th</sup> of May 2024 (agenda item 3)**

**Resolved** – That the minutes of the Annual Parish Council Meeting held on the 20<sup>th</sup> of May 2024 be approved as a correct record of the meeting.

**The resolution was correctly proposed and seconded (unanimous with one abstention due to absence)**

The minutes of the meeting will be signed by the Chairman as a correct record.

**089/24 To note the following minutes / notes from the following (agenda item 4).**

- i) **Wolvershill Liaison Group 3<sup>rd</sup> June 2024**
- ii) **Planning Committee 3<sup>rd</sup> of June 2024**
- iii) **Employment Committee 3<sup>rd</sup> of June 2024**
- iv) **Wolvershill Working Group 10<sup>th</sup> June 2024**

The minutes from the meetings above were noted.

**090/24 To ratify the appointment of a temporary Administration Officer, Thomas Shayler, for 3 months at SCP 13 for 6hrs a week.**

**Resolved** – To ratify the appointment of a temporary Administration Officer, Thomas Shayler, for 3 months at SCP 13 for 6hrs a week.

**The resolution was correctly proposed and seconded (unanimous)**

**091/24 To receive the Clerk's report/Exchange of information (agenda item 5)**

- i) **Riverside Play Area and the Recreation Ground.**  
The manufacturers agreed to fit a new base for the seesaw. Thanks, was also passed on from a family who were using the recreation ground when GB Sport were undertaking their operational inspection. They wanted to thank the people who keep it so nice and for a good mix of play equipment for the family.
- ii) **Picnic on the Rec / Community Picnic**  
Currently we have had the Banwell Singers who are going to sing for 30 minutes. The Gardening Club are going to do a Plant Swap. The school are going to do a tuck shop, Cllr Wright will do face painting and Sarah Harding has agreed to run some races and parachute games.
- iii) **Training Budget**  
Due to the lack of completion of ILCA by the previous Admin Officer the Clerk has managed to recoup £100 of the cost of the training. This will be returned to the Council from SLCC.
- iv) **Banwell Bypass update**  
The bypass environmental work / fencing continues and is due to be finished by the beginning of July although there will be no more planting until the autumn. North Somerset confirmed that the final bits of land will be in their ownership from 16<sup>th</sup> of August. With the build contract being agree in Sept / Oct. The procurement plan has not been published yet due to Purdah.
- v) **Cemetery Working Group**  
Due to lack of quoracy the Cemetery Working Group was unable to go ahead.
- vi) **Tree down at YCC**  
In the strong winds last Thursday then a tree branch fell from the neighbouring property onto the shipping container. Using health and safety powers the Clerk organised for its removal on Friday by Ward Tree Surgeons.

**092/24 To note the training and events available and agree any attendance (agenda item 6)**

- i) **18th June, 18th July, 14th August or 23rd of September Chairmanship Training £30**

**Resolved** – To agree the cost of £60 for the Cllr Voller and Cllr Harding to attend Breakthrough Communications ‘Chairmanship Training’.

**The resolution was correctly proposed and seconded (unanimous)**

- ii) **10th July 10am until 4pm Planning Themed Summit £65**

**Resolved** – To agree the cost of £65 for the Clerk to attend the SLCC’s ‘Planning’ Themed Summit on the 10<sup>th</sup> of July.

**The resolution was correctly proposed and seconded (unanimous)**

- iii) **11th July SLCC ‘Getting People Engaged with your Social Media Content’ £35**

**Resolved** – To agree the cost of £35 for the Comms Officer to attend the SLCC’s ‘Getting People Engaged with your Social Media Content’ on the 11<sup>th</sup> of July.

**The resolution was correctly proposed and seconded (unanimous)**

- iv) **ALCA e-learning on nimble**  
v) **Breakthrough Communications Training via ALCA**  
vi) **Various Finance Training via ALCA**  
vii) **Various ‘Scribe’ Finance Training**  
viii) **Various NALC training from £30**

The rest of the training was noted.

**093/24 To agree to hold a ‘summer clean’ in September (21<sup>st</sup> / 28<sup>th</sup>) and agree any expenditure (agenda item 8).**

**Resolved** – To agree to hold a summer clean on September 28<sup>th</sup> with a budget of up to £100 for refreshments.

**The resolution was correctly proposed and seconded (unanimous)**

**094/24 To agree a formal response from the Parish Council in relation to initial ideas submitted by three of the developers involved in the new Wolvershill development (agenda item 9)**

**Resolved** – To agree the response submitted as part of the agenda papers with the following amendments.

**Access and Movement** – add *‘but only if the Junction 25 relief route is delivered as in detailed in the draft local plan. Concern was also raised that if, as hoped, north of the development remains open to through traffic that the roads are built to facilitate the volume of cars which will be using the roads to access either the relief road (as detailed in the Local Plan) or north of Wolvershill Road across the motorway to Locking Castle District Centre.’*

**Local Centre and Facilities** - add *‘It was hoped that all these building would be fitted with glass which reduces light pollution along with the properties who face any dark corridors / the properties to the North of the development.’*

**The resolution was correctly proposed and seconded (unanimous)**

**095/24 To formally consider a request to lower the speed limit past the entrance to the Garden Centre (agenda item 10)**

**Resolved** – To agree to support the request from Banwell Garden Centre to North Somerset to lower the speed limit past its entrance.

**The resolution was correctly proposed and seconded (unanimous)**

**096/24 To consider of reinvesting or moving funds from maturing 1-Year Interest Account (agenda item 11).**

**Resolved** – To reinvest a lump sum of £85,000 with Charity Bank for another year.

**The resolution was correctly proposed and seconded (unanimous)**

**097/24 To approve the following documents**

**i) 2024/25 Banwell Parish Council Action Plan**

**Resolved** – To agree the 2024/25 Banwell Parish Council Action Plan with the following amendment on page 2 point 1.21 fro to be replace with for.

**The resolution was correctly proposed and seconded (unanimous)**

**ii) Updated Communications Strategy**

**Resolved** – To agree the updated Communications Strategy.

**The resolution was correctly proposed and seconded (unanimous)**

**iii) Updated Financial Regulations and associated Risk Assessment**

**Resolved** – To agree the updated Financial Regulations and associated Risk Assessment.

**The resolution was correctly proposed and seconded (unanimous)**

**iv) Reviewed Legionella Policy**

**Resolved** – To agree the reviewed Legionella Policy.

**The resolution was correctly proposed and seconded (unanimous)**

**v) War Memorial Policy (pages 63)**

This Policy was deferred until to July to allow the Clerk and Cllr Blatchford to review it.

**098/24 To note the Parish Council's end of May's net position, reserves, bank balances and bank reconciliation (agenda item 13)**

The Parish Council's end of May's net position, reserves, bank balances and bank reconciliation were noted.

**099/24 To authorise bills for payment for June (agenda item 14).**

The Clerk tabled an amended bills for payment schedule.

**Resolved** – To authorise the bills for payment for June of £10,664.34. Cllr Harding and Cllr Blatchford to authorise the BACs payments.

**The resolution was correctly proposed and seconded (unanimous)**

**100/24 Dates of the next meetings (agenda item 15)**

Monday 1st of July 2024, 7pm Planning Committee at the Youth & Community Centre.

Monday 15th of July 2024, 7:30pm Parish Council Meeting at the YCC.

The Chairman closed the meeting at 20:40

.....Chairman

.....Date

**Bills for Payment - 20th May to the 13th June 2024**  
**Banwell Parish Council**

Method	Payee	Details	Gross Amount	Comments	Minute agreed	Power
<b>Already Paid</b>						The Parish Council
DD	YU	Streetlight Power (£201.52 but we have £111.77 in credit)	£ 89.75		083/24	
DD	Mainstream	Phone and Broadband	£ 57.14		083/24	
DD	EDF	YCC Electricity	£ 20.74		083/24	
<b>To Pay</b>						
BACS	J K Gardening	Grass cutting & Village Orderly contract	£ 1,043.34		083/24	
BACS	Ambience Landscape	Dog Bin emptying	£ 648.07		083/24	
BACS	Insight Cleaning	YCC Cleaning	£ 232.00		083/24	
BACS	YMCA	Youth Club Sessions	£ 405.00		083/24	
BACS	Clear Councils	Annual Insurance Premium	£ 1,819.00	1 of 3 years	080/24 (ii)	
BACS	GB Sport	Operational Inspection	£ 120.00		083/24	
BACS	Western Air Ambulance	Grant Awarded	£ 200.00		081/24	
BACS	Webglu	Quarterly Maintenance Charge	£ 273.90		083/24	
BACS	Banwell Handyman	Misc YCC repairs and maintenance	£ 389.00		YCC 16/24 (iii)	
BACS	Weston Rail Service	Quarterly Maintenance Charge	£ 1,050.00		083/24	
BACS	ICCM	Annual subscription	£ 100.00		051/24 (i)	
BACs	Nailsea Town Council	Project Management Training	£ 90.00		078/24	
BACs	SLCC	Creative community Engagement Training	£ 42.00		Clerk	
BACs	SLCC	Bk - Public Safety & Risk Assessment	£ 27.70		Admin	
BACs	Tempest	4 ID cards (including 2 body camera warning cards)	£ 13.20		Admin	
BACS	Neil Merrick	Expenses (cookery)	£ 5.94		189/23 (ii)	
BACS	Banwell Village Hall	Hall Hire for Community Picnic	£ 60.00		079/24	
DD	Lloyds Bank PLC	Multipay charge & costs (zoom, food bank, office equipment, YCC misc items).	£ 213.98		various & 083/24	
BACS	Liz Shayler	Expenses (rolls, milk, printer cartridges)	£ 48.03		189/23(i) & Admin	
SO	Officer Salaries	Officer Salaries	£ 2,744.25		083/24	
DD	Nest	Pension contributions	£ 182.84		083/24	
DD	Unity Bank	Bank Charges	£ 33.60		083/24	
BACS	HMRC	PAYE and NI	£ 745.36		083/24	
		<b>Totals</b>	<b>£ 10,664.34</b>			
Transfer	Natwest Accounts	Cemetery Account / Current Account rebalance	£ 230.00			

The Parish Council have resolved to use the General Power of Competence as of the 15th May 2023

**4. To receive the Officer report/Exchange of information: Please note that the Council is unable to make any formal decision under this item.**

**i) Picnic on the Rec / Community Picnic**

Currently Banwell Singers will be singing for about 30 minutes, the Gardening Club are doing a plant swap, Cllr Wright is doing face painting, Sarah Harding has agreed to run some races and parachute games. We are also being joined by Banwell Amateur Dramatics, The Football Club and Town Twinning Association. Fingers crossed for good weather.

**ii) Banwell Bypass update**

The bypass environmental work / fencing that could be completed has now been finished. Once the final bits of land are in NSC's ownership on the 16th of August then there may be some additional environmental works carried out. Full Council agreed that the Contract Award report can be signed off formally by the Director of Place at the end of the month. The papers for which will be published the Wb 22<sup>nd</sup> July.

**iii) Community payback team**

At the request of Banwell in Bloom they washed the painted troughs and then they completed moss clearance, removing grass encroachment / weeding around the Youth and Community centre and began the painting of the fence. They are due back on the 20<sup>th</sup> of July when they will continue with the fence and any additional works.

**iv) Cart Wash Grit Bin**

As you were aware this was ordered last October. However, it seems that North Somerset changed their way of working and any grit bins ordered in the autumn were cancelled. This has now been requested again. The Grit Bin at the Cart wash will be emptied and then relocated temporarily to the YCC as a spare. The new one will then be positioned at the cart wash.

**v) Mobile Library**

Unfortunately, the Mobile Library has been taken off the road permanently due to the discovery of a defect with the chassis, which NSC cannot repair. NSC are exploring a range of alternative options that we can deliver in the medium term within our existing resources. The Clerk will be offering the Youth and Community Centre as a drop of and collection point for Library books on a Thursday afternoon (coinciding with Tea and Tech). The Comms Officer will be doing a series of posts updating the community.

**vi) Trees**

The Trees which border the YCC and West Street are due to be assessed by an arboriculturist and any necessary works carried out.

**5. To note the training and events available and agree any attendance.**

**i) 6<sup>th</sup> September or 12<sup>th</sup> November SLCC Cemetery Matters – Looking at the Future £30**

This webinar considers statistics, trends, and the future of cemeteries. Along with

- Growing popularity of direct cremations & emerging interest in direct to grave burials
- Grave re-use and columbaria for holding cremated remains
- The effect of climate change on management of body burials, and stricter groundwater contamination rules.
- Sustainable and "eco-friendly" grave memorialisation

**ii) ALCA e-learning on nimble £14 each E-Learning Courses ALCA**

**iii) Breakthrough communications training £30 Communications Courses ALCA**

This was sent as a recent separate email

**iv) Various finance training £30 Finance Training ALCA**

**v) Various Scribe finance training (this is our accounting package) Free Scribe Training**

Particularly useful for anyone who is considering doing the Parish Council quarterly checks. This training is free and will help you to understand the accounting package we use and generate your own reports.

**vi) Various NALC training from £32.68 [www.nalc.gov.uk/nalc-events](http://www.nalc.gov.uk/nalc-events)**

**6. To agree the following expenditure.**

**i) £270 for the annual tree survey by Atworth Arboriculturist.**

A general price comparison was undertaken - Atworth is still cheaper than other quotes we have had in the past. I received a new quote from Somerset Wildlife Trust Conservancy for £1100 for a 5-year survey. Whilst the Parish Council can legally drop to a 5-year survey then given where the trees are located and the recent issues my recommendation would be to stick with the 15 month survey which rotates through the seasons.

**ii) £180 for Hagg to do a kitchen shutter inspection.**

This will be the first inspection undertaken since we took over the building. Depending on a conversation I have with the inspector this may become an annual fee which will then go through the Youth & Community Centre Committee.

**7. To consider the purchase of two roving North Somerset CCTV cameras for £260 each to help combat fly tipping around the parish.**

It was brought to our attention at the last Wolvershill Development Working Group meeting that Silvermoor Lane and other country lanes are suffering from an increase in fly tipping. NSC are unable to get it removed if it is on private property but if there is any evidence of where it has come from they are willing and able to take action. The Police will have nothing to do with fly tipping.

The issue is evidence. NSC's Senior Anti-Social Behaviour and Environmental Crime Officer has been trialling roving CCTV cameras in other Parishes. The Parish Council pay for the CCTV Cameras and suggest locations, but it would be NSC who would choose and risk assess the different locations, put up signs, move the cameras from location to location, reviewing and dealing with any footage.

**8. To note the resignation of Cllr Gibbons and to fill the following roles**

No request for an election has been received and so the Parish Council is free to co-opt as per its co-option policy. The Comms Officer will begin a getting to know your Council / advertising a vacancy for August / September. Can those Councillors who haven't done their 10 second video please either complete it by the end of the month or contact me / Comms / Admin Officer for help.

**i) Churchill & Landford Minibus representative.**

These are quarterly meeting held in Churchill.

**ii) Quarterly finance checks.**

These are once every three months. Depending on what you are looking at and how thorough this will take between 30mins and 1hr (probably longer to begin with). Ideally it should be a Councillor not currently a bank signatory.

**iii) Weekly play inspections every 3 months**

These are every three months in rotation with Cllr Harding and Thomson every week for the month (usually 4 sometimes 5 undertaken on Friday / Saturday or Sunday). However, it comes with training. The next GB Sports training course is being run on the 24<sup>th</sup> of September for £220 with an additional £130 to sit the final exam.

**9. To note the quarterly operational play inspections (sent via email) and agree any actions**

<b>Rec</b>	<b>Issue</b>	<b>Resolution</b>
Fencing and signage	Excess threads	Trim
Timber bench	Excess threads	Trim
2 cradle swing	Corroding swing hangers	Rub down and repaint swing hangers
Bumble bee	Corroding fixing plate	Rub down and repaint
Inclusive Carousel	Bearings	Grease bearing annually
<b>Riverside</b>		
Fence	Over grown vegetation	To trim back to boundary by payback team.
Benches	Moss growing on surface under the picnic table.	Surface to be sprayed with a suitable moss inhibitor. Cleared by payback team.
Swings	Graffiti on swings	Removal by payback team.
Trees	Overhanging Branches	Clerk to request tree report.



**10. To discuss the suggested street names for the development at Mead Fields and agree a response.**

Currently suggested are:

- Pink: **Marmead Drive** (Marmead: a field name recorded on the 1830s Tithe Map)
- Orange: **Monks Brake** (Monks Brake: a field name recorded on Tithe Map above)
- Green: **Carborough Street** (Carborough: a field name recorded on Tithe Map above)
- Light blue: **Brigstock Road** (Brigstock: the family name of a former owner which originates from the Tithe Map above)
- Dark blue: **Roman Barn Place** (two Roman barn buildings were excavated around the Western end of this road)

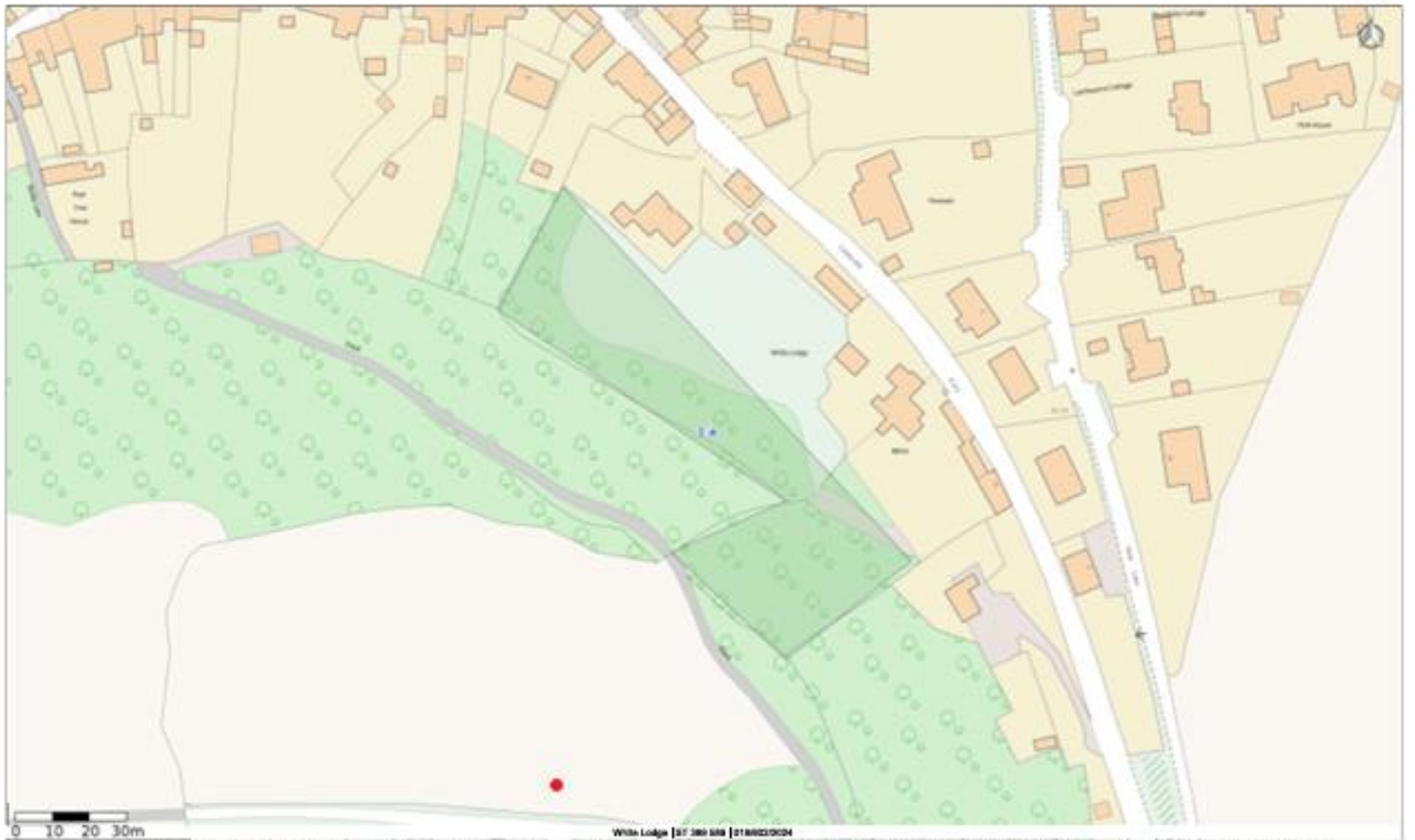


## Operations Map



\*\*\* PLEASE NOTE – Following your site visit and after inputting the data from this form into a PW14, please ensure this document is destroyed to meet the requirements of the Data Protection Act. \*\*\*

## Restocking Map



\*\*\* PLEASE NOTE – Following your site visit and after inputting the data from this form into a PW14, please ensure this document is destroyed to meet the requirements of the Data Protection Act. \*\*\*



## **War Memorial Policy**

### **1. Ownership**

Banwell Parish Council own and maintain the War Memorial and surrounding land. The Council is aware of the importance of the War Memorial to the local community.

### **2. Public duty**

Banwell Parish Council has a public duty to ensure that any items placed on the War Memorial are not only safe but do not cause offence the wider community and to the families of those who gave their lives in service of their country.

### **3. Permitted use**

Aside from the placing of Remembrance Wreaths or similar remembrance articles, the placing of any other items on The War Memorial, West Street, is permitted only with the prior approval of Banwell Parish Council.

### **4. Approval**

To obtain approval, an application must be submitted to the Parish Clerk at least six weeks before the intended placing of any such article. Any application must include:

- What is intended to be placed
- Where exactly to be placed on the War Memorial
- Dates
- A copy of the applicant public liability insurance (if appropriate)
- A risk assessment (if required)

Non approved items will be removed without consultation.

## BANWELL PARISH COUNCIL

### Quarterly Internal Controls Checklist

Financial Period covered: January - March 2024	Chq. No: N/A	Scb No:305	Scb No:329	Scb No:335	Scb No:355	Scb No:374	Scb No:377	Scb No:127	Month: Qtr	Month: Feb	Month: Mar	Month: Jan	Jan	Month: Feb	Month: Jan	Month: Feb		
	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N		
Are payments authorised by a minimum of two members?	Y	Y																
Are original invoices initialled as evidence to confirm payment is accurate?	Y	Y	Y	Y	Y	Y												
Is the correct amount shown on the bank statement?	Y	Y	Y	Y	Y	Y												
Is the payment shown accurately on Scribe cashbook and initialled	Y	Y	Y	Y	Y	Y												
Are all receipts/income payments correctly shown as part of the 'Scribe Cashbook'?							Y	Y										
Are income receipts reconciled against bank statements							Y	Y										
Is VAT reclaimed correctly, checked as accurate and initialled by a member?										Y								
Is the VAT amount paid /claimed correctly shown on the bank statement?										Y								
Does a member review and countersign each reconciled and appropriate bank statement?											Y							
Are all Bank Accounts reconciled on a monthly basis?												Y						
Is there a separate S137 and VAT column shown as part of the Scribe accounts?													Y					
If funds needs to be transferred between Accounts has a 'Virement' been agreed by the Full Council and noted accordingly?														N/A				
Does the Full Council see the budget figures, monthly?															Y			
Is the PAYE initialled as accurate and NEST summary initialled as correct?																Y		
Is the PAYE and salary payments reconciled with the bank statement and Scribe accounts?																Y		
Card Statement to be checked against related invoices, with invoices initialled as correct.																	Y	
Do the monthly bills for payment schedules agree and are these presented as part of the monthly accounting process to Full Council?																		Y
<b>Additional Comments</b>	All accounts in order																	

Reviewed By: Councillor Kevin Gibbons Date: 14th May 2024

**BANWELL PARISH COUNCIL**  
**Annual/End of Year Internal Controls Checklist**

<b>Financial Period covered:</b> 2023/24	
Have all usual income amounts been received?	Y
Has an End of Year VAT Return been completed?	Y
Is the correct amount shown on the bank statement?	Y
Is the payment shown accurately on Scribe cashbook and initialled	Y
Have all cheques been accounted for and cheque books been countersigned?	Y
Has the Full Council adequately considered Council insurance provision/risk management and adjusted the premium accordingly?	Y
Has the Annual Return Form been correctly completed by RFO ready for submission to the Independent Auditor?	Y
Have the end of year accounts been audited/agreed by the Independent Internal Auditor?	Y
Do all employees have a contract of employment/job descriptions?	Y
<b>Comments</b>	
All information supplied as requested and in order.	

**Reviewed By:** Councillor Kevin Gibbons

**Date:** 14th May 2024

## Banwell Parish Council Net Position by Cost Centre and Code

**Cost Centre Name**

<u>Cemetery &amp; Memorials</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
101	Cem Grass Cutting				1,950.00	487.50	1,462.50
102	Cem paths / trees / garder				300.00		300.00
103	Cem making up graves				200.00		200.00
104	Cemetery / Memorial Main				5,000.00		5,000.00
105	Env Fee				2,045.00		2,045.00
106	Cemetery software				450.00		450.00
					<b>9,945.00</b>	<b>£487.50</b>	<b>9,457.50</b>

<u>Cemetery Income</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
110	Cemetery Income			456.53			456.53
111	Cemetery Bank interest						
					<b>£456.53</b>		<b>456.53</b>

<u>Clerk &amp; Administration</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>	
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	
201	Salary & NI				40,000.00	11,556.05	28,443.95	
202	Clerk pension				2,400.00	603.53	1,796.47	
203	Advertising				650.00		650.00	
204	Insurance				2,300.00	1,819.00	481.00	
205	Subscriptions inc ALCA &				3,000.00	1,568.08	1,431.92	
206	Audit Fee				1,500.00	40.00	1,460.00	
207	Legal Costs				600.00		600.00	
208	Training Officers				900.00	813.06	86.94	
209	Training Councillor		160.00		400.00	32.68	527.32	
210	Grants & Donations				7,000.00	2,650.00	4,350.00	
211	Chairmans Allowance				400.00	70.28	329.72	
213	Bank Charges				200.00	42.60	157.40	
215	Risk Assessments				180.00		180.00	
709	Office Equipment inc Web				2,500.00	732.83	1,767.17	
					<b>£160.00</b>	<b>62,030.00</b>	<b>£19,928.11</b>	<b>42,261.89</b>

<u>Earmarked Reserves</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>	
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	
214	Food bank			150.00	2,000.00	334.80	1,815.20	
504	CIL 2022/23							
505	CIL 2023/24							
506	Cil 2024/25							
718	Living Room			1,200.00		322.59	877.41	
808	Social Perscribing Grant					401.90	-401.90	
					<b>£1,350.00</b>	<b>2,000.00</b>	<b>£1,059.29</b>	<b>2,290.71</b>

<u>Environment</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>		
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>		
301	Allotment		1,647.88	1,647.88	1,647.88	1,647.88			
302	Env Grass Cutting				2,045.00	511.26	1,533.74		
303	Env Hedge / Fence / Tree				310.00		310.00		
304	Village Orderly		435.81	435.81	4,710.00	1,177.50	3,532.50		
305	Dog Bins				8,565.00	1,604.45	6,960.55		
306	Env Maintenance / Inspec				2,000.00	142.00	1,858.00		
307	Env Projects				5,000.00	895.42	4,104.58		
308	Env Grant		7,149.00		1,000.00		-6,149.00		
					<b>9,232.69</b>	<b>£2,083.69</b>	<b>25,277.88</b>	<b>£5,978.51</b>	<b>12,150.37</b>

<u>Highways</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

## Banwell Parish Council Net Position by Cost Centre and Code

<u>Cost Centre Name</u>						
401	Street light power			3,000.00	635.82	2,364.18
402	Street light maintenance			3,500.00	1,050.00	2,450.00
403	Street light upgrade					
404	Highways related projects			8,000.00	391.10	7,608.90
				<b>14,500.00</b>	<b>£2,076.92</b>	<b>12,423.08</b>

<u>Income</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
501	Misc Income		200.00	166.14			-33.86
502	Annual Precept		122,646.03	66,800.10			-55,845.93
503	VAT						
			<b>122,846.03</b>	<b>£66,966.24</b>			<b>-55,879.79</b>

<u>Recreation Ground</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
601	Rec Grass Cutting				2,250.00	562.50	1,687.50
602	Rec Maintenance				8,600.00	67.00	8,533.00
603	Rec Tree & Fence Work				300.00		300.00
604	Rec Inspections				400.00	66.00	334.00
605	Rec Play Equipment & Be				5,000.00		5,000.00
					<b>16,550.00</b>	<b>£695.50</b>	<b>15,854.50</b>

<u>Youth &amp; Community Centre</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
701	YCC upgrade				6,200.00	4,200.00	2,000.00
702	YCC repairs & maintenanc				2,900.00	1,116.88	1,783.12
703	YCC CCTV				800.00		800.00
704	YCC Electricity				1,800.00	97.50	1,702.50
705	YCC Gas				1,000.00		1,000.00
706	YCC water				600.00		600.00
707	YCC waste				300.00	28.50	271.50
708	YCC cleaning & supplies				2,700.00	726.48	1,973.52
710	YCC phone & wifi				700.00	142.86	557.14
711	YCC Grass cutting				1,125.00	281.25	843.75
712	YCC hedge, fence & tree \				500.00		500.00
713	YCC grants & donations		1,000.00				-1,000.00
714	YCC income		500.00	1,290.00			790.00
715	YCC Booking software				430.00	417.60	12.40
716	YCC Music Licence				600.00		600.00
717	YCC events refreshments				120.00		120.00
			<b>1,500.00</b>	<b>£1,290.00</b>	<b>19,775.00</b>	<b>£7,011.07</b>	<b>12,553.93</b>

<u>Youth Club</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
801	YC sessions				8,000.00	1,350.00	6,650.00
802	YC budget				400.00		400.00
803	YC extraordinary activities				3,000.00		3,000.00
805	YC subscriptions		600.00	123.55			-476.45
806	Tuck Shop		100.00	86.00	100.00	10.98	75.02
807	Youth Forum				200.00		200.00
			<b>700.00</b>	<b>£209.55</b>	<b>11,700.00</b>	<b>£1,360.98</b>	<b>9,848.57</b>

<b>NET TOTAL</b>			<b>134,278.72</b>	<b>£72,516.01</b>	<b>161,777.88</b>	<b>£38,597.88</b>	<b>61,417.29</b>
------------------	--	--	-------------------	-------------------	-------------------	-------------------	------------------

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

## Banwell Parish Council

Prepared by: \_\_\_\_\_  
*Name and Role (Clerk/RFO etc)*

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
*Name and Role (RFO/Chair of Finance etc)*

Date: \_\_\_\_\_

	<b>Bank Reconciliation at 30/06/2024</b>		
	Cash in Hand 01/04/2024		219,437.02
	<b>ADD</b> Receipts 01/04/2024 - 30/06/2024		74,629.57
			294,066.59
	<b>SUBTRACT</b> Payments 01/04/2024 - 30/06/2024		40,721.37
<b>A</b>	<b>Cash in Hand 30/06/2024</b> (per Cash Book)		<b>253,345.22</b>
	Cash in hand per Bank Statements		
	Petty Cash	30/06/2024	0.00
	Natwest Current account (5335765)	30/06/2024	10,933.81
	Cemetery Reserve Account (59678)	30/06/2024	18,313.77
	PC Reserve Saver account (81413)	30/06/2024	45,570.39
	Unity Trust Bank (20398572)	30/06/2024	93,527.25
	Lloyds Credit Card	30/06/2024	0.00
	Charity Bank	30/06/2024	85,000.00
			<b>253,345.22</b>
	Less unrepresented payments		
			253,345.22
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>253,345.22</b>
	<b>A = B Checks out OK</b>		



**Banwell Parish Council**  
**Reserves Balance**  
**2024-2025**

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
<b>Earmarked</b>					
Cemetery Reserves	103,917.24			456.53	104,373.77
Social prescribing grant	863.57				863.57
Food Bank	2,145.81		334.80	150.00	1,961.01
New Banwell Solar	2,339.36				2,339.36
CIL 22/23	64,986.16				64,986.16
Refreshments	46.05				46.05
CIL 2023/24	5,598.67				5,598.67
Community Living Room	-99.99		322.59	1,200.00	777.42
NSC Solar Panel Grant					0.00
CIL 2024/25					0.00
<b>Total Earmarked</b>	<b>179,796.87</b>		<b>657.39</b>	<b>1,806.53</b>	<b>180,946.01</b>
<b>TOTAL RESERVE</b>	<b>179,796.87</b>		<b>657.39</b>	<b>1,806.53</b>	<b>180,946.01</b>
<b>GENERAL FUND</b>					72,399.21
<b>TOTAL FUNDS</b>					253,345.22

**Bills for Payment - 14th June to the 10th July 2024**  
**Banwell Parish Council**

Method	Payee	Details	Gross Amount	Comments	Minute agreed	Power	
<b>Already Paid</b>						The Parish Council	
DD	YU	Streetlight Power	£ 176.34	Awaiting invoice	083/24		
DD	Mainstream	Phone and Broadband	£ 57.14		083/24		
DD	EDF	YCC Electricity	£ 22.52		083/24		
<b>To Pay</b>							
BACS	J K Gardening	Grass cutting & Village Orderly contract	£ 1,043.34		083/24		
BACS	J K Gardening	Extra grass cutting at Castle, Wolverhill x 2 boxes Knightcott Rd, Knightcott Garage.	£145.00		Admin		
BACS	J K Gardening	Strim - Littlefields to High St. <b>TOTAL £1273.34</b>	<b>£85.00</b>		208/23		
BACS	Ambience Landscape	Dog Bin emptying	£ 648.07		083/24		
BACS	Insight Cleaning	YCC Cleaning	£ 248.00		083/24		
BACS	YMCA	Youth Club Sessions	£ 540.00		083/24		
BACS	Ward Tree Surgeons	Clear Window in Car Park and clear brash and Logs	£ 384.00		H & S		
BACS	SLCC	2x Officer Training	£ 120.00		092/24 (ii & iii)		
BACS	The Gatehouse	Soup & Roll to (end of funding)	£ 130.00		189/23 (i)		
BACS	The Gatehouse	Soup & Roll <b>TOTAL £750.00</b>	<b>£ 620.00</b>		189/23 (i)		
BACS	ALCA	Breakthrough Communications Course	£ 30.00		092/24 (i)		
BACS	Banwell Parish News	Advert	£ 36.00	240/19			
BACS	ICO	Data Protection Fee	£ 35.00	083/24			
DD	Lloyds Bank PLC	Multipay charge & costs (zoom, Microsoft License, ID card Holders).	£ 245.30	various & 083/24			
BACS	Officer overtime +	Overtime, expenses (rolls, milk, ham)	£ 152.41	189/23(i) & Admin			
SO	Officer Salaries	Officer Salaries	£ 2,744.25	083/24			
DD	Nest	Pension contributions	£ 190.37	083/24			
BACS	HMRC	PAYE and NI	£ 795.03	083/24			
DD	North Somerset	YCC Waste Collection	£ 9.50	083/24			
		<b>Totals</b>	<b>£ 8,457.27</b>				

The Parish Council have resolved to use the General Power of Competence as of the 15th May 2023